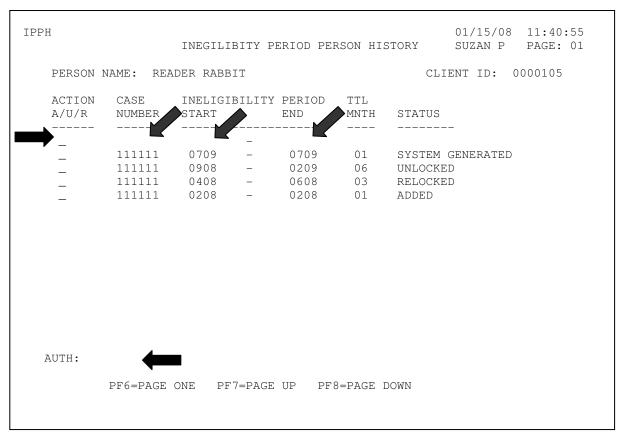
TEAMS Screen Guide IPPH · 700-S.15

IPPH – Ineligibility Period Person History

This screen is used to display and update the status of Ineligibility Periods for an individual for TANF cash. IPPH can be accessed using the HIST field on AF SEPA (screen will be open for updates for workers with update authority, but inquiry-only for workers who do not have update authority). IPPH can also be accessed by entering the client number on a menu (INME, SYSE, CEOM) and NEXTing to IPPH (screen will always be inquiry-only when accessed this way).



Solid arrow = Mandatory field

Mandatory Fields ([F1] indicates Online Help is available.)

ACTION [F1]

This field can be used to add an ineligibility period (type A on the <u>top line</u>), or to unlock an existing ineligibility period (type U on the proper line), or to re-lock an ineligibility period (type R on the proper line).

CASE NUMBER

When adding an ineligibility period on the top line, a case number must be entered. TEAMS will verify that the case includes a person with two or more sanctions since January 2008.

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INELIGIBILITY PERIOD START

When adding an ineligibility period on the top line, this field is used to enter the start date (MMYY) of the ineligibility period.

INELIGIBILITY PERIOD END

When adding an ineligibility period on the top line, this field is used to enter the end date (MMYY) of the ineligibility period.

AUTH

This field is used for authorization of the action taken on the ineligibility period. The authorizing worker enters his or her password.

Display Fields

PERSON NAME

The name of the person selected on AF SEPA, INME, SYSE, or CEOM is displayed.

CLIENT ID

The TEAMS client ID number of the person is displayed.

TTL MONTH

The duration (in months) of the ineligibility period is displayed.

STATUS

The current status for the ineligibility period is displayed.

Navigation Fields and Fkeys

NEXT>	This field allows the user to access the next desired screen by typing the screen name.
F2	The F2 key returns to the last TEAMS menu that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F6	The F6 key returns to page 1 of this screen, if more than 1 page of information is available.
F7	The F7 key pages up (back) on this screen, if more than 1 page of information is available.
F8	The F8 key pages down (forward) on this screen, if more than 1 page of information is available.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.

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